



Montana
Office of Public Instruction
 Denise Juneau, State Superintendent

opi.mt.gov

ANNUAL DATA COLLECTION 2009-10

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DUE DATES:

To County Superintendents: Tuesday, 10/27/2009

To Office of Public Instruction

Accreditation Division: Tuesday, 11/03/2009

This Table of Contents lists all the forms and reports included in this year's Annual Data Collection (ADC) mailing. With the exception of the Nonpublic School Enrollment form, all forms can be completed electronically on the Office of Public Instruction Web page <http://data.opi.mt.gov/IRIS/>. These data are being gathered to meet reporting requirements for the Montana Legislature, the Board of Public Education, and the Office of Public Instruction. The information will be used for accreditation purposes, special education purposes, statewide education profile, federal reporting, and other reporting purposes. Montana statutes require that schools be accredited in order to receive state funding. Carefully note the items listed below and their reporting levels.

To be completed by COUNTY SUPERINTENDENTS for the 2009-10 school year and returned to the OPI.

Form Name	Report Level	Description
<ul style="list-style-type: none"> Nonpublic School Enrollment 	County	This county-level report is sent to County Superintendents only. It consists of an annual report of nonpublic school enrollment.

To be completed by SPECIAL EDUCATION COOPERATIVES for the 2009-10 school year and returned to the OPI.

Form Name	Report Level	Description
<ul style="list-style-type: none"> Coop Authorized Signature and Checklist Special Education Coop Personnel Report Personnel Recruitment Report 	SE Coop SE Coop District	Authorized signature and checklist to confirm complete submittal. Assignment of special education cooperative personnel Yearly survey on recruitment of personnel.

Please turn over for a listing of the packet's remaining forms which need to be completed at the district and/or school level.

To be completed at the DISTRICT and/or SCHOOL LEVEL for the 2009-10 school year and submitted to the OPI.

Form Name	Report Level	Description
Organization Setup	District and School	Reporting of pupil instruction time and days.
Staff Assignments	District School	Assignment of district administrative personnel. Assignment of teachers and specialized school personnel.
Accreditation Data	School	Reporting regarding compliance with accreditation standards.
Pupil Instruction-Related Days	School	Reporting of the first and last day pupils attend school and pupil instruction-related days (PIR).
Alternative Education Programs	School	Reporting of alternative education programs to serve at-risk students.
Indian Education	School	Reporting of district efforts to implement the requirements of MCA 20-1-501 and Indian student achievement.
Technology: Computers and Connectivity Report	School	Report to assist OPI in planning future staff development and technical assistance delivery options across the state.
Technology Integration Report	District	Report full integration of technology into the district curriculum.
Personnel Recruitment Report	District	Yearly survey on recruitment of personnel.
Distance Learning	District	Information about use and delivery of distance, online, and technology-delivered learning.
Testing Coordinators	District	This person is responsible for the successful communication, coordination, and execution of spring CRT testing.
Homeless Liaison	District	This person coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.
Dual Enrollment Opportunities	District	Report identifies districts that provide dual enrollment/credit opportunities and gathers information about these programs.
Authorized Signature and Checklist	District	Administrators' signatures confirm complete ADC submittal